

Department Of Correction

Official Title: **Student Intern**

Position Type: **Internship**

Posting ID #: **065**

Salary: **Unpaid**

INTERNSHIP INFORMATION

Number of Vacancies: **1**

Location: **Boston Pre-Release
Center**

Internship Track: **Institutional
Treasurer Assistant**

Hours/Schedule: **M-F days with
Flexible Hours**

Duration:
Semester

Position Description: Intern will assist the Institutional Treasurer in tasks related to inmate accounts, deposits and all other functions regarding institutional fiscal areas. Intern will also become familiar with the correctional environment and be exposed to various areas of the facility. Intern will gain a greater understanding of the various administrative and operational functions of an Accountant/Treasurer.

Responsibilities/Major Duties: Bookkeeping/Accounting tasks, to include the various administrative functions involved with Bookkeeping/Accounting. Conduct Work Release Checks, Encoding numbers, Tally checks, write up deposit tickets.

Preferred Qualifications: Currently working towards completing a degree or certificate program in Accounting, Finance or Business Management.

How to apply:**Mail Internship Application to:**

Monserate Quinones
50 Maple Street, Milford, MA 02757
Fax: (508) 422-3654

For additional information or questions, please contact:

Lori Costa at (508) 422-3651 or email at lori.costa@state.ma.us

Agency Web Address: <http://www.mass.gov/doc>

**An Equal Opportunity/Affirmative Action Employer.
Women, minorities, veterans, and people with disabilities are strongly encouraged to apply.**